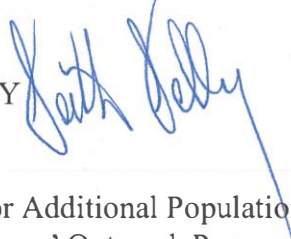




SEP 26 2014

VETERANS' PROGRAM LETTER NO. 08-14

TO: ALL REGIONAL ADMINISTRATORS FOR VETERANS'
EMPLOYMENT AND TRAINING
ALL DIRECTORS FOR VETERANS' EMPLOYMENT AND
TRAINING
ALL STATE WORKFORCE AGENCY (SWA) ADMINISTRATORS
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT AND
TRAINING ADMINISTRATION (INFO)

FROM: KEITH KELLY 

SUBJECT: Designation for Additional Populations Eligible for Services from
Disabled Veterans' Outreach Program (DVOP) Specialists: Transitioning
Service Members in need of Intensive Services; and Wounded, Ill, or
Injured Service Members Receiving Treatment at Military Treatment
Facilities or Warrior Transition Units (MTFs – WTUs); and the Spouses
and Family Caregivers of such Wounded, Ill or Injured Service Members

- I. **Purpose:** To inform state workforce agencies and Veterans' Employment and Training Service (VETS') field staff that certain transitioning members of the Armed Forces and certain spouses and certain other family caregivers of members of the Armed Forces are eligible for DVOP services; and to describe procedures to locate and identify these additional service populations.
- II. **References:**
- Consolidated Appropriations Act, 2014, [Public Law \(P.L.\) 113-76](#); Division H, Title I;
 - Veterans' Program Letter (VPL) 07-14, American Job Center (AJC) Participation in Capstone Activities and Other Outreach to Transitioning Service Members
 - VPL [04-14](#), Designation for Additional Population of Veterans Eligible for Services from Disabled Veterans' Outreach Program Specialist – Veterans Ages 18-24, dated April 10,

- 2014;
- [VPL 03-14](#), Jobs for Veterans' State Grants (JVSG) Program Reforms and Roles and Responsibilities of American Job Center (AJC) Staff Serving Veterans, dated April 10, 2014; and
- [VPL 03-10](#), Modification Process for Adjustment to Jobs for Veterans State Grants, dated April 30, 2010.

III. Background: The Consolidated Appropriations Act of 2014 (the Act) provided JVSG funding for FY 2014, and provided authorization for JVSG grants to support services to:

- transitioning members of the Armed Forces who have been identified as in need of intensive services;
- members of the Armed Forces who are wounded, ill, or injured and receiving treatment in military treatment facilities or warrior transition units; and
- the spouses or other family caregivers of such wounded, ill, or injured members.

The term “family caregiver” is defined as follows at Section 1720G(d) of Title 38, United States Code (38 U.S.C. 1720G (d)) - Assistance and support services for caregivers:

“(1) The term ‘caregiver’, with respect to an eligible veteran... means an individual who provides personal care services to the veteran.¹

(2) The term ‘family caregiver’, with respect to an eligible veteran... means a family member who is a caregiver of the veteran.

(3) The term ‘family member’, with respect to an eligible veteran... means an individual who—

(A) is a member of the family of the veteran, including—

- (i) a parent;
- (ii) a spouse;
- (iii) a child;
- (iv) a step-family member; and
- (v) an extended family member; or

(B) lives with, but is not a member of the family of the veteran.”

IV. Guidance: In accordance with the authorization provided in the Act, the three populations identified in Section III are eligible to receive DVOP services notwithstanding the limitations on the populations who may receive services from DVOP specialists in VPLs 03-14 and 04-14.

The attachment to this VPL provides links that indicate the locations of MTFs and WTUs within States, the District of Columbia and the territories or provide a means for AJCs to search for any MTFs and WTUs in their area by zip code. The appropriate AJC should

¹ For purposes of the authority in the Act, caregivers support members of the Armed Forces who are wounded, ill, or injured and receiving treatment in military treatment facilities or warrior transition units, rather than veterans.

coordinate with VETS' Director for Veterans' Employment and Training (DVET) in the State to:

- Contact each MTF and WTU (facility) in the State to offer the services of a DVOP specialist for any service member, family member or caregiver in need of employment-related assistance;
- Determine the appropriate DVOP schedule to meet the need for their services at each facility;
- Enter into any formal Memorandum of Understanding necessary with each facility and the appropriate AJC in the state.

The existing Labor Exchange Reporting System (LERS) will be used to record the assistance provided and any subsequent outcomes quarterly beginning in Program Year (PY) 2014 using the procedures outlined in Section VI below.

- V. **Transitioning Service Members in Need of Intensive Services:** VPL 07-14 explains the military services' use of form [DD-2958, Service Member Career Readiness Standards/Individual Transition Plan](#), to verify service members have met their Career Readiness Standards and made adequate preparations for their post-military careers before they leave active duty. When a service member is assessed as not meeting Career Readiness Standards (e.g., if a member does not have an adequate civilian resume), their commander facilitates a "warm handover" of the member to the public workforce system for a review of the employment services available through American Job Centers (AJC) and to facilitate access to appropriate services. The "warm handover" is explained in detail in VPL 07-14.

As explained above, the Consolidated Appropriations Act of 2014 authorizes JVSG funding (including DVOP funding) to be used to provide services to transitioning service members who have been identified as in need of intensive services. VETS has identified the following three categories of transitioning service members as in need of intensive services and therefore eligible for DVOP services: 1) service members who receive this warm handover, or who produce a DD-2958 signed by their commander documenting that they have not met Career Readiness Standards; 2) transitioning service members ages 18-24, regardless of whether they meet Career Readiness Standards; and 3) active duty service members being involuntarily separated through a Service reduction-in-force. In addition, service members who are being discharged from service, either voluntarily or involuntarily, are considered to be "terminated" for purposes of eligibility for dislocated worker services under the Workforce Investment Act.

- VI. **Injured and Wounded Military, Family Members/Caregivers:** The LERS already has fields in which to record services provided to transitioning service members (TSMs). A Special Program Identifier will be used in the Special Program Identifier field by states to identify those wounded, ill, or injured service members receiving treatment in MTFs or WTUs that are served by DVOP Specialists. Beginning in PY 2014, a single character designation for this population, "W", will be used to identify every service member in the ill, injured or wounded category, and the character "C" will be entered in that field to identify their spouses or caregivers. For information regarding the Special Program identifier (EBSS

Field #91) for Wagner-Peyser and JVSG reporting, please consult the ETA 406 Handbook at: http://www.doleta.gov/performance/guidance/WIA/406_handbook.pdf.

VII. Actions Required: State Workforce Agencies shall:

- extend DVOP services to transitioning service members who, in accordance with Section V of this VPL, have been identified as in need of intensive services;
 - effect the visitation or stationing of DVOP Specialists at MTFs and WTUs in the state; and
 - submit a grant modification for any additional DVOP specialists and/or additional travel funds necessary and appropriate for carrying out services to eligible populations at MTFs and WTUs.
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- State Agencies will ensure that the wounded, ill or injured service members and family caregivers served are appropriately identified in each respective participant's record as described in Section VI.

VIII. Inquiries: Questions should be addressed to the appropriate DVET. DVETs or other VETS staff with questions should contact their Regional Administrator (RAVET). RAVETs and regional staff with questions should contact the JVSG Program Lead or JVSG email inbox: jvsg@dol.gov.

IX. Expiration Date: Until rescinded.

X. Attachment: MTF and WTU locations.

Attachment: MTF and WTU Locations

- Hyperlink for American Job Centers to find any [Military Treatment Facilities](#) (MTF) hospitals and clinics within 100 miles of their Center in all States, the District of Columbia, Territories and overseas facilities:

[Find a Military Hospital or Clinic](http://tricare.mil/mtf/) (<http://tricare.mil/mtf/>)

Note: Certain medical facilities of the Department of Veterans' Affairs (VA) are also listed and may be providing medical assistance.

- Description Army Warrior Transition Units (WTUs) and Community-Based Warrior Transition Units (CBWTUs):

[http://www.wtc.army.mil/documents/factsheets/WTU Fact Sheet 7 January 2014.pdf](http://www.wtc.army.mil/documents/factsheets/WTU_Fact_Sheet_7_January_2014.pdf)

- Map of WTU/CBWTU Locations by State:
<http://www.wtc.army.mil/wtc/wtuMap.html>